



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES

March 20, 2007

TO: All WorkFirst Staff

FROM: Sam Senn, Deputy Assistant Secretary
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State Board for Community and Technical Colleges

SUBJECT: WORKFIRST – COMPREHENSIVE EVALUATION ENHANCEMENT

The eJAS Comprehensive Evaluation (CE) enhancement allows WorkFirst staff involved in the CE process to pull over the most current CE into a new CE. This will help staff to work with a parent that has previously completed, or partially completed, portion(s) of the required elements. This enhancement is scheduled to be released March 30, 2007.

The CE enhancement will allow:

- DSHS users to pull over the most current CE foundation into a new CE.
- The college and ESD users to pull over sections from the same CE, if the data in their sections was created less than six months ago.

It is essential that each Local Planning Area (LPA) review the CE process to include a protocol of how DSHS staff will be able to contact the Employment Security Department and college partners to review their respective CE sections. Communication between partners will be critical to ensure that information is accurately captured and reported.

The WorkFirst Handbook will be updated to include the eJAS CE enhancement in subsection 3.2.3-Updating a Comprehensive Evaluation, effective March 30, 2007.

If you have any questions or need further information, please contact Aurea Figueroa at (360) 725-4623 or FigueAL@dshs.wa.gov.

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